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ADMINISTRATIVE HANDBOOK
FOR
REWARDING AND RECOGNIZING EMPLOYEES

This Handbook will serve as a supplement to the
Awards and Recognition Program, NAWCWDINST 12451.1.

NAVAL AIR WARFARE CENTER WEAPONS DIVISION
HUMAN RESOURCES DEPARTMENT
AWARDS AND RECOGNITION PROGRAM
CODE 731000D/E
POINT MUGU, CA

CHANGE PAGE

Page	Identification	Explanation of Change	Date
1	Administrative	Update email address.	11/06/02
50	Administrative	Add American Society of Naval Engineers Award.	11/06/02
53	Administrative	Delete American Society of Naval Engineers Award.	11/06/02
44	Administrative	Delete FAX Phone #.	11/06/02
46	Administrative Appendix A	Heinemann Award Chg to quarter 1.	1/22/2003
50	Administrative Appendix B	Heinemann Award Added.	1/22/2003
51	Administrative Appendix B	Heineman Award Deleted.	1/22/2003
Sec 3	Award Descriptions	Navy Distinguished Civ Service Award Paragraph 3 updated.	1/22/2003
Sec 3	Award Descriptions	Navy Meritorious Civ Service Award Paragraph 3 updated.	1/22/2003
Sec 3	Award Descriptions	Navy Superior Civ Service Award Paragraph 3 updated.	1/22/2003
Sec 6	Manager's Guide Retirement Awards	Paragraph 5 Link for ordering information updated.	1/27/2003
1	Administrative	Delete e-mail address	4/21/2003

Sec B Pg 8	Administrative	Update POC's and process.	4/21/2003
Sec C Pg 9	Administrative	Sample format provided for informal awards.	4/21/2003
Sec 6 Pg 42	Managers Guide Retirement Awards	Delete information regarding NAWCWD Retirement Certificate.	4/21/2003
Sec 6 Pg 42	Managers Guide Retirement Awards	Correction to Secretary of Navy Retirement Certificate form number NAVSO 12450/11.	4/21/2003
50	Appendix B	Delete Joyce W. Stewart Award	4/21/2003

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NAVAL AIR WARFARE CENTER WEAPONS DIVISION
AWARDS AND RECOGNITION PROGRAM
ADMINISTRATIVE HANDBOOK

Introduction

The NAWCWD Awards and Recognition Program is administered as outlined in NAWCWDINST 12451.1. This Handbook has been prepared to provide administrative guidance on the local processes and procedures for executing the Awards and Recognition Program at NAWCWD.

To clarify responsibilities of Competency and Department Awards Coordinators, paragraphs from the basic instruction have been repeated in Section A of this Handbook.

Supervisors and competency managers have the responsibility for coordinating the approval and processing of awards as defined in NAWCWDINST 12451.1. This includes the coordination required when nominations cross competency and/or business unit lines. Specifically, supervisors and competency managers are responsible for selecting the most appropriate form of recognition and rewarding their employees on a timely basis. This Handbook may be used to supplement the basic instruction and will be updated, as necessary, to provide the most current information available.

SECTION A
COMPETENCY AND DEPARTMENT AWARDS COORDINATORS
ROLES AND RESPONSIBILITIES

Extracted from NAWCWDINST 12451.1

SUBJ: AWARDS AND RECOGNITION PROGRAM

5. Authority and Responsibilities

g. Competency Awards Coordinator(s). Competency Awards Coordinators will be designated by the Level 1 Competency Leader, and the Commanding Officer, NAWS. The designated individual will:

- (1) Coordinate nominations for honorary awards and forward recommendations to the NAWCWD Awards Program Administrator.
- (2) Monitor award funds and expenditures throughout the fiscal year.
- (3) Maintain records in support of non-monetary/informal recognition awards such as coffee mugs, plaques, or T-shirts that are purchased to recognize individual or team accomplishments.
- (4) Conduct periodic assessments to ensure that awards are granted throughout the performance year.
- (5) Coordinate and attend department award review board meetings, as directed by the competency manager, or equivalent position.
- (6) Serve as a committee member in the evaluation and assessment of the Command's local awards programs.
- (7) Maintain records, reports, and files and make them available to HRD.

h. Department Awards Coordinator(s). Department Awards Coordinators will be designated by the Level 2 Department Head and will serve as the day-to-day point of contact for the administration of the Awards and Recognition Program for the Department. The Department Awards Coordinator will:

- (1) Review award recommendations for correctness and regulatory compliance with law, in consultation with the HRD.
- (2) Assist supervisors and managers in achieving the objectives of the Awards and Recognition Program by ensuring that an awards program is in place and working effectively.
- (3) Provide assistance in determining appropriate awards for the type of achievement to be recognized.
- (4) Maintain records, reports, and files to ensure that adequate funds are available to assure prompt actions on awards and ensure that awards are paid within the budgetary limits established by the award pool.

(5) Coordinate, as necessary, with other departments when nominations cross organizational lines.

(6) Solicit nominations for honorary awards and forward recommendations to the Competency Awards Coordinator for submission to the HRD.

(7) Coordinate the reporting of various awards within the department and submit reports to the Competency Lead, or higher authority as required.

(8) Coordinate the preparation of certificates, citations, plaques, etc., and monetary payment as described for the award received.

(9) Arrange publicity (i.e., photographer, newspaper), as appropriate.

(10) Prepare certificates for length of service, obtain Federal and NAWCWD pins, and distribute to the appropriate presenter for presentation.

(11) Provide support in the execution of an informal recognition awards program for the department.

SECTION B
PROCEDURES
FOR THE
PRESENTATION OF AWARDS

The purpose of this document is to outline procedures and responsibilities for the presentation of awards presented by the Admiral or Vice Commander. The objective is to lessen the time in which an award is presented once the award has been approved by the appropriate level. The following NAWCWD honorary awards require an authorization from the NAWCWD Awards Program Administrator **before** TID can commence producing the requested items, i.e., plaques, mementos, paperweights, etc.

NAWCWD COMMANDER'S AWARD
NAWCWD TEAM AWARD
COMPETENCY AWARD
NAVY MERITORIOUS CIVILIAN SERVICE AWARD
AWARD OF MERIT FOR GROUP ACHIEVEMENT

The Awards Program Administrator will notify TID of the authorization to proceed with the appropriate award(s). For planning purposes, estimate 30 days from the date of notification for a presentation date.

DEPARTMENT AWARDS COORDINATORS are responsible for:

- making arrangements with TID in order to meet the 30-day window timeframe (a "target" date may be provided by the originator or the Awards Program Administrator)
- ❑ preparing all required correspondence, i.e. letters of appreciation/recognition, and making the submission to Command Staff (00)*
- arranging publicity (i.e., photographer, newspaper) as appropriate
- coordinating, as necessary, with other departments when nominations cross organizational lines
- maintaining sufficient records in the office to justify approved awards
- coordinating the preparation of Request for Personnel Action for monetary payment, if applicable
- forwarding award information to the designated Competency Awards Coordinator (for entering data into the Awards Tracking System as appropriate)

*Note: All required documents must be submitted as a complete package before it will go forward for signature. Refer to the specific award criteria for the type of award being processed.

The following (read from bottom) demonstrates e-mail traffic for accomplishing the tasks involved for awards to be presented by the Admiral or Vice Commander. In the event that the Admiral or Vice Commander is unavailable, the Level 1 Director will make the presentation, in order to avoid any delays in presentation of the award(s).

After TID notifies the Department Awards Coordinator, contact either Pam Blackwell DSN 437-2823 or Marci Burnett DSN 437-2201 to set up a presentation date. If the presentation is to be done by the Vice Commander, contact Patti Vaughn DSN 351-7113.

From: TID STAFF
Sent: Thursday, April 10, 2003
To: DEPARTMENT AWARDS COORDINATOR or POC listed below
Cc: Marci Burnett
Subject: AWARD OF MERIT FOR GROUP ACHIEVEMENT

Subject award has been completed and is being forwarded to 00 Staff.

The Awards Program Administrator (73.1) will initiate e-mail to notify the designated Competency Awards Coordinator

From: AWARDS PROGRAM ADMINISTRATOR
Sent: Monday, April 4, 2003 10:50 AM
To: Jaramillo, Lisa A; Burnett, Marci
Cc: COMPETENCY AWARDS COODINATOR
Subject: AWARD OF MERIT FOR GROUP ACHIEVEMENT
Subject award for PR&F Customer Data Room as submitted by Jack Jones, Code 991100E has been approved by the Awards Board. The list of 21 awardees is provided as an attachment.

JON: P7XYZ7777777
POC: Name, Code, Phone Number
Request completion date: 14 April 2003

Awards Program Administrator
Code 731000D/E

SECTION C

NAWCWD AWARD NOMINATION FORMATS

For each award listed in Sections 1, 2, and 3, “links” will provide an electronic version of the required award nomination format, if applicable. Two award nomination formats have been developed for local use.

[NAWCWD Award Nomination Form, 12451/1 \(1/2002\)](#)

For individual or group cash awards and time-off awards

Informal awards (bulk purchases in support of the Awards and Recognition Program)

[Click here to view a sample.](#)

[Honorary Award Nomination Format, 5305/1 \(6/2000\)](#)

Unless otherwise noted, this form is required for all awards listed in Section 2

[Awards Request, TID Exhibits/Awards, NAWCWD 12400/1, \(8-2001\)](#)

This form is used to request services from the Technical Informaiton Department, Exhibits and Awards.

SECTION 1

SUMMARY OF AWARDS FOR CIVILIAN EMPLOYEES

If the contribution is...	Consider this type of award:	In this form/amount:	Limits
A one-time notable achievement which is somewhat less significant than those recognized by an Individual or Group Cash Award; meriting quick recognition	On-the-spot MD	Cash Award \$200 (limited) \$500 (moderate) \$700 (extended) Accompanied with a certificate.	As established by local policies and procedures.
A non-recurring achievement in a particular area, such as an exemplary accomplishment, scientific achievement, or act of heroism, resulting in tangible benefits, savings or cost avoidance and/or intangible benefits	Individual or Group Cash Award (formerly Special Act or Service Award) MD	Cash award, based on tangible or intangible benefits to the organization. Accompanied with a certificate.	\$25 to >\$10K Local Competency Manager/Supervisor <=\$2,500, as determined by Level 1. >\$2,500 to \$5,000 Vice Commander Level 1. National >\$5,000 to \$7,000 COMNAVAIRSYS-COM Program Executive Offices
In recognition of continued excellence in performance and in the expectation that the high quality performance will continue in the future.	Quality Step Increase (QSI) MD	One within-grade increase (GS only). Certificate optional.	Funds are derived from future salary funds rather than fiscal year award funds.

In recognition of outstanding sustained excellent performance.	Sustained Excellence Award (GS/FWS only) Strong detailed documentation is required to justify this award MD	Cash award Accompanied with a certificate.	Up to 10% of basic salary; 20% with Navy's approval.
In recognition of a limited or moderate one-time accomplishment.	Time-Off Award Time-off without loss of pay or charge to leave. MD	Amount of time-off is determined using the Time-Off Awards Scale . Certificate optional.	Up to 40 hours for a single act; 80 hours maximum per year.
In recognition of Federal service and NAWCWD service. Federal service includes military and civilian service in departments and agencies of the Federal Government.	Length of Service Awards MD Federal Certificates NAWCWD Certificates	Federal certificates and pins are available through Department Awards Coordinators; NAWCWD pins are available through Department Awards Coordinators (NAWCWD certificates are optional)	Federal certificates and pins based on years of service, i.e., 5, 10, 15, 20, 25, 30, 35. NAWCWD pins based on years of service at NAWCWD, i.e., 5, 10, 20, 30, 40.
In recognition of Federal service of 40, 45, 50, 55 years.	Career Service Certificate	Certificate signed by Secretary of Navy. Service pins for 40, 45, and 50 years of service are available through HRD.	The 40-, 45-, 50- and 55-year awards consist of a certificate signed by the Secretary of the Navy. Federal pins are not available for 55 years of service, generally a special plaque is designed to recognize this length of service.

AWARDS AND RECOGNITION PROGRAM
SCALE OF AWARD AMOUNT BASED ON INTANGIBLE BENEFITS

Value of Benefit	Extent of Application			
	LIMITED Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	EXTENDED Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	BROAD Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	GENERAL Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond.
<u>Moderate</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1000	\$1,001 - \$1,500
<u>Substantial</u> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150
<u>High</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<u>Exceptional</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

SCALE OF AWARD AMOUNTS BASED ON
TANGIBLE BENEFITS

BENEFITS	AWARD
Estimated First-Year Benefits	Amount of Award to Employee
Up to \$10,000 in benefits	10 percent of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 plus 3 percent to 10 percent of benefits over \$10,000.
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5 percent to 1 percent of benefits above \$100,000 up to \$25,000, with the approval of the OPM via the Office of the Secretary of Defense (OSD).
	Presidential approval if required for all awards of more than \$25,000.

TIME-OFF AWARDS SCALE

Value to Organization	Number of Hours	Approval Authority
<u>Moderate</u> (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	1 to 10	Level 2 or 3
<u>Substantial</u> (1) An important contribution to the value of a product, activity, program, or service to the public. (2) Significant change or modification of operating principles or procedures.	11 to 20	Level 2*
<u>High</u> (1) A highly significant contribution to the value of a product, activity, program, or service to the public. (2) Complete revision of operating principles or procedures, with considerable impact.	21 to 30	Level 1*
<u>Exceptional</u> (1) A superior contribution to the quality of a critical product, activity, program, or service to the public. (2) Initiation of a new principle or major procedure, with significant impact.	31 to 40	Commander NAWCWD or Commanding Officer NAWS

*Delegated Authority

Maximum 40 hours for any single contribution; 80 hours per year

SECTION 2 NAWCWD HONORARY AWARDS

Awards listed in this section represent honorary awards developed by NAWCWD. Military personnel are only eligible to be paid monetary awards for scientific achievements.

AWARD \$ = monetary award	DESCRIPTION	NOTES
<p>Commander's Award NAWCWD \$500</p> <p>MD</p>	<p>Recognizes and honors a person, civilian or military, who has demonstrated exceptional management of a task contribution to mission accomplishments and/or leadership support of mission accomplishments</p>	
<p>Commanding Officers (NAWS) Award \$300</p> <p>MD</p>	<p>Recognizes and honors a person, civilian or military, who has demonstrated exceptional management of a task contributing to mission accomplishments and/or leadership in support of mission accomplishments.</p>	
<p>Award of Merit for Group Achievement</p> <p>(May be accompanied with a monetary award)</p> <p>MD</p>	<p>Is an honorary award that recognizes groups of civilians and/or military personnel for group efforts (suggestions or special achievements) which have high value and/or benefits.</p>	<p>Contribution applies to an area of operation or project that is not site specific, i.e., impact extends to NAVAIR, DoN</p>
<p>NAWCWD Team Award \$300</p> <p>MD</p>	<p>Recognizes specific efforts accomplished through teamwork with the achievement of a technical or managerial accomplishment.</p>	
<p>NAWCWD Achievement Award</p> <p>MD</p>	<p>Recognize specific efforts accomplished through teamwork with the achievement of a technical accomplishment.</p>	

	The achievement (process improvement) enhances the mission of NAWCWD.	
Equal Employment Opportunity (EEO) Annual Award	Recognizes those NAWCWD supervisors and managers, EEO committee members, and other employees who have made outstanding contributions to the NAWCWD EEO Program through excellence in their leadership skill, imagination, and perseverance.	Annual award Nominations due December.
MD		
Award for Sustained Professional Service	Recognizes sustained professional service to the mission of NAWCWD. Based on long-standing service professionalism demonstrated in directly supporting either or both the organizational workforce and the mission of NAWCWD.	
MD		
Contracts Professional Excellence Award \$500 - \$1000	Recognizes members of the NAWCWD Contracts Competency for specific outstanding achievements in all aspects of contracting or in contracting support that contributes to the mission of NAWCWD.	
MD		
Logistics Excellence Award \$500-\$1000	Recognizes civilian and military employees for specific outstanding achievements in logistics that contributes to the mission of the NAWCWD Logistics Competency in support of the Armed Forces.	
MD		
Research and Engineering Excellence Award \$500-\$1000	Recognizes Research and Engineering Competency employees (civilian and military) for specific out-	
MD		

standing achievement in the various group disciplines that contributes to the mission of NAWCWD.

Test and Evaluation Director's Award
\$500-\$1000

MD

Recognizes civilian and military employees for specific outstanding achievements and contributions to the test and evaluation mission of NAWCWD.

Corporate Operations Award
\$500-\$1000

MD

Recognizes civilian and military employees for outstanding achievements that contribute to the mission of NAWCWD through development, improvement, or operations of systems directed at facilitating the mission of the Division.

Shore Station Management Technical Award
\$500-\$1000

MD

Designed to recognize and honor a civilian or military employee who has demonstrated technical excellence in Shore Station Management.

Shore Station Management Quality of Life Award
\$500

MD

Designed to recognize and honor a civilian or military employee who has demonstrated exceptional devotion to improving the quality of life in the community.

CDR Clifton Evans, Jr. Memorial Award	Recognizes original, significant Information Warfare and Electronic Warfare achievement in one of more of the following areas: organizational design, systems engineering, hardware/software engineering, modeling and simulation testing, and/or employment techniques that enhance combat effectiveness, and/or survivability and lower costs.	Annual award Nominations due March
MD		
Memorial Award for Dr. Manuel A. Garcia	Recognizes a civilian employee of NAWCWD who has made significant contributions to the methodology and/or validity of the processes for Test and Evaluation of weapon systems through innovation and/or application of sound engineering principles.	Annual award Nominations due March
MD		
Memorial Award for Gwendolyn Elliott Hunt	Recognizes individuals, military or civilian, who have successfully overcome significant barriers in the workplace, while demonstrating high standards of leadership as evidenced by academic achievement, career advancement through commitment to personal development, acknowledgment as a positive role model, and significant contributions to mission accomplishment.	Annual award Nominations due March
MD		
Memorial Award For Dr. Twain C. Lockhart	Recognizes a civilian employee of NAWCWD who has made significant strides in personal development, career advancement, and contributions to mission accomplishment in the Division's management efforts.	Annual award Nominations due March
MD		

Memorial Award for Dr. William B. McLean MD	Recognizes civilian or military personnel for outstanding creativity through significant inventions.	Annual award Nominations due March
Michelson Laboratory Award MD	Recognizes individuals for technical excellence based on outstanding performance of individual duties through the areas of management and leadership or through specific technical problems in which an individual overcomes technical difficulties in ordnance development, test, and evaluation. This award is complimentary to the L.T.E. Thompson Award	Annual award Nominations due March
Memorial Award for Dr. L.T.E. Thompson MD	Recognizes outstanding individual achievement in the advancement of ordnance. It may be given for a single outstanding achievement or for continued excellence of performance.	Annual award Nominations due March
Memorial Award for CAPT Kenneth A. Walden MD	Recognizes civilian or military employees of NAWCWD who have made significant strides in personal development, career advancement, or contribution to mission accomplishment in the centers technical and operational goals within the last three years.	Annual award Nominations due March
Warfighter Award (individual or team) MD	Recognizes outstanding Fleet support, to include FMS customers, which enhances or greatly improves the operational capabilities/readiness of our warfighters.	Annual award Nominations due March

SECTION 2 - Continued
NAWCWD HONORARY AWARDS
Outside the HRD Cognizance

The following awards are processed and approved by offices that are not within the HRD cognizance.

Karsten “Kit” Skaar Award \$ MD	Recognizes outstanding performance as a firing officer	Annual award Nominations submitted to Safety Office, Code 840000D
Certificate of Commendation	Awarded in recognition of multiples of 5 years of safe operations by firing officers.	
Self-Help Award MD	Under the direction of the Self-Help Program Manager, Code 831000D	Nominations submitted in accordance with NAWSINST 11014.1B
Test Pilot, Test Naval Flight Officer, and Test Engineer of the Year Awards MD	Recognizes those individuals deserving of special recognition for their contributions in furthering successful flight test that resulted in delivering weapons that work to the fleet.	Annual award Nominations due 2 January
Haskel G. Wilson Invention Award \$ MD	Recognizes initial invention awards and patents, and consideration is given to inventions based on their use and value, actual or anticipated.	Annual award presented in February. Nominations submitted to Counsel Office.

SECTION 3 HONORARY AWARDS (Department of Navy)

The following list represents awards sponsored by Department of the Navy (DoN). This listing is not all-inclusive and will be updated periodically. Each quarter the NAWCWD Awards Program Administrator will issue an updated, web-based awards data call for honorary awards nominations. The approval process and the NAWCWD nomination due dates will be posted on the HRD Website at <http://www.NAWCWD.navy.mil/~hrd/awards/quarterly/awardsquarterly.html>.

Supervisors and managers should regularly scan the HRD Website to stay abreast of applicable honorary awards. Nominations for these awards are submitted to the NAWCWD Awards Program Administrator. Nominations are subject to review by the NAWCWD Awards Board and may require an endorsement by COMNAWCWD.

AWARD	DESCRIPTION	NOTES
\$ = monetary award		
NAVAIR Commander's Award MD	To recognize the achievements of teams that have successfully achieved results (behavior and outcomes) in support of the Strategic Goals, and made a significant contribution in our support of the Fleet.	Annual award based on CY achievements.
Navy Award for Distinguished Achievement in Science \$ MD	Recognizes employees for pioneering scientific achievements which are extraordinary and significant in nature and which contain a potential of far-reaching consequence.	
Navy Meritorious Civilian Service Award MD	Is the third highest Navy honorary award and recognizes meritorious civilian service or contributions which have resulted in high value and/or benefits to the DoN, such as at the local activity level.	
Navy Superior Civilian Service Award MD	Is the second highest Navy honorary award and recognizes employee contributions which rate exceptionally high in value and/or benefits to DoN, such as at the command level.	Must have received the Navy Meritorious Civilian Service Award

Navy Distinguished Civilian Service Award

MD

Is the highest Navy honorary award and recognizes employees who have distinguished themselves by extraordinary service or contributions of major significance to the Navy. (Must have received the Navy Meritorious and Navy Superior).

Must have received the Navy Superior Civilian Service Award

Edward H. Heinemann Award

MD

Recipients must be in the employ of the Naval Air Systems Command Headquarters, or a field activity, either military or civil service. Presented annually to the individual or individuals who contributed the most toward improvement of the design and/or performance of an aircraft or related weapon system.

DoN Procurement Competition Award

MD

Formally recognizes individuals who have made an outstanding contribution to the effectiveness and advancement of competition in DoN procurement during the fiscal year.

Annual award; based on fiscal year

Outstanding DoN Employee with Disabilities

MD

Recognizes the contributions and achievements made by physically and mentally disabled employees.

Annual award

American Society of Naval Engineers Annual Awards Program

MD

There are several categories which recognize outstanding contributions to naval engineering. Contact the NAWCWD Awards Program Administrator for further

Annual award

Revolution in Business Affairs
(RBA) "Beacon" Award

MD

details.

To recognize formally Navy and Marine Corps personnel that make outstanding contributions toward achieving the DON Business Vision and Goals.

Senior Executives
Association/Professional
Development League
Executive Excellence Awards
for Executive Achievement
and Distinguished Executive
Service (SES). Executive
Achievement

MD

Recognizes career executives who, through their outstanding leadership, have accomplished a special achievement that has significantly improved the efficiency and effectiveness of a federal program. The Distinguished Executive Service Award recognizes career executives who have sustained outstanding performance and dedication in public service throughout their federal service careers.

Nathaniel Stinson Equal
Employment Opportunity
Award

MD

The purpose of this award is to recognize and publicize the exemplary achievements of commands and activities in implementing the Department of the Navy (DON) civilian human resources policies and objectives. The program also serves to heighten awareness to our Navy-wide equal employment efforts and perhaps most importantly reflects DON's belief that recognizing and supporting diversity is instrumental to good government and a productive work force.

Vice Admiral Harold G.
Bowen Award for Patented
Inventions

MD

Any present or past Navy employee, civilian or military, whose invention was patented

Patent Counsel, Code
K00000D/E provides guid-
ance and direction.

	may be nominated (the patent assigned to the United States of America) for this award. The inventions must have been made while the person was employed by the Navy. The grant of the patent must have been within 17 years before the calendar year for which the award is nominated.	
Women in Science & Engineering (WISE) Award MD	Recognizes a specific or special scientific or technical contribution by a woman scientist or engineer and specific contributions in facilitating the advancement of women in science or engineering.	
WISE Achievement Award (Lifetime Achievement) MD	Recognizes the sustained scientific and technical contributions by a woman scientist or engineer and the contributions made in facilitating the advancement of women in science or engineering.	
WISE Award for Engineering Achievement MD	Recognizes a specific or special engineering/technical contribution by a woman engineer and specific contribution made in promoting the entry of females and/or the advancement of women in engineering.	
Invention/Patent Awards \$ MD	To recognize employees whose inventions are adopted for implementation. Initial monetary award: \$200 Patent awards: \$500 (in case of multiple inventors, \$250 per inventor). Paid through Command interests fund - not	Program administered by Code K00000D/E

Beneficial Suggestion Awards
\$

MD

charged to awards pool.
To recognize employees
whose suggestions are adopted
and, if appropriate, monetary
awards. Monetary awards
paid through Command in-
terests funds - not charged to
awards pool.

Program administered by
Code 700000E

SECTION 4
HONORARY AWARDS
(Government-Wide, DOD and Federal)

The following provides a partial listing of various awards sponsored by government-wide, DOD-wide and Federal agencies. All currently available honorary awards and their associated criteria may be obtained from the HRD Website at <http://www.NAWCWD.navy.mil/~hrd/awards/quarterly/awardsquarterly.html>. Each quarter the NAWCWD Awards Program Administrator will issue an updated, web-based awards call for honorary awards nominations. This quarterly awards call will contain the criteria for the award, the approval process and the nomination deadline date. Supervisors and managers should regularly scan the HRD Website to stay abreast of applicable honorary awards.

Nominations for these awards are submitted to the NAWCWD Awards Program Administrator. Nominations may be subject to review by the NAWCWD Awards Board and may require an endorsement by COMNAWCWD. Business units may establish additional approval requirements in collaboration with National Level Competency Leaders.

TITLE OF AWARD	DESCRIPTION	NOTES
\$= monetary award		
Acquisition Pioneers Category Award	Nominees for the Acquisition Pioneers Category include those pioneers who have made critical acquisition contributions of historic significance. Nominees must have led innovative, lasting, significant organizational or technical change in the DoN Acquisition process. The current year Navy nominees for the David Packard Excellence in Acquisition Award submitted to the Under Secretary of Defense for Acquisition and Technology, will be recognized in the Excellence in Acquisition Category. Individuals, organizations, groups, or teams may respond to semiannual or quarterly calls for acquisitions success stories for inclusion into the Good News Category.	
ADM Stan Arthur Awards for Logistics Excellence	This award consist of 3 Categories with the intent to recognize individuals and teams whose contributions, suggestions, and performance have measurably	

supported the logistics mission of the Navy, promoted innovative ideas and concepts resulting in substantial tangible and intangible benefits to the Navy, and enhanced the logistics profession.

American Defense Preparedness Association Tester of the Year Awards

The American Defense Preparedness Association (ADPA) offers each Service Department the Opportunity to designate three award recipients for recognition as tester of the year. ADPA has agreed to recognize recipients separately for Navy and Marine Programs, so the Department has the opportunity for six awards. Specifically, the categories are Civilian Tester of the Year (a government employee); Military Tester of the Year, and a Contractor Tester of the Year (a contractor employee).

Association of Old Crows (AOC) Award

To recognize individuals and units that because of their outstanding performance, have furthered the aims of the Association of Old Crows in support of United States or allied Electronic Warfare (EW) and Information Superiority (IS).

Award for Outstanding Work and Family Programs

Nominations are for those programs designed for and offered to employees to enable them to balance work and family responsibilities. These include child care and adult dependent care services and various personnel system flexibilities such as alternative work schedules, part-time employment/job sharing, and Telecommuting. These also include leave programs such as the Federal leave system, leave

	sharing, leave banks, leave for medical and family responsibilities, sick leave to care for a sick family member, and leave for adoption and bone marrow or organ donations.
Black Engineer of the Year Awards	Recognizes and reward successful black engineers, scientists, and technology leaders.
Dr. Arthur E. Bisson Prize for Naval Technology Achievement	This Award is granted annually to a current or former Department of the Navy scientist, engineer, or science and technology (S&T) program manager whose program best exemplifies the qualities of Dr. Bisson's achievement, by having a significant, direct transitional impact from S&T to naval operations or systems in the last five years. Such impact shall be so outstanding as to be widely recognized in the Department of the Navy and the relevant technical community nationally. The award may encompass (1) lifetime achievements in transition to Department of the Navy/Department of Defense (DON/DoD); (2) recent transition of major impact to DON/DoD; or (3) recent dural-use transition (from S&T out or vice versa).
Cheapskate Prize for Affordability	To encourage incorporation of affordability criteria into Science and Technology (S&T) programs, by rewarding scientists, engineers, and program managers who have achieved notable S&T successes that promote the affordability of future naval capabilities.
Commander in Chief's Installation Excellence Award	This award is to recognize outstanding effort in shore installation management.

Defense Standardization Program Award	Recognizes individuals and teams that have accomplished significant standardization activities promoting interoperability, reducing total ownership costs, or sustaining readiness.	
Captain Robert Dexter Conrad Award for Scientific Achievement	Recognizes an outstanding technical and scientific achievement by an individual in the field of research and development for the DON.	
DOD Civilian Service Award	The highest award that may be bestowed on a DOD Civilian employee.	
DOD Distinguished Civilian Service Award	Recognizes careers that reflect extremely significant contributions of broad scope to DOD economy, efficiency, or operations.	Prerequisite: DON Distinguished Award Granted by Secretary of Defense.
DoD Life Cycle Cost Reduction Award	This award is to recognize DoD and industry individuals, organizations, or teams, who have made significant contributions to reducing life cycle costs of new and fielded systems.	Nominees should have already received the Navy's highest award; i.e., Navy Distinguished Civilian Service Award. Granted by Secretary of Defense.
DoD Value Engineering (VE) Achievement Awards	This award consists of 7 categories and the purpose is intended to stimulate VE activity for the purpose of reducing costs, improving quality, enhancing effectiveness, and increasing efficiency throughout DoD.	
Excellence in Federal Career Awards Program	This program is one of the highlights of the Federal Executive Board activity each year. The award is to honor outstanding men and women (civilian or military career employees) who have performed exceptional and meritorious work for and to encourage high standards of performance in the Federal Government.	

Federal Engineer of the Year Award	Designed to recognize outstanding achievements from licensed professional engineers employed by the Federal Government.
Federal Executive Institute Alumni Association (FEIAA)	Recognizes extraordinary achievements in executive management and personal leadership.
Federal Women's Program (FWP) Award	This award is to honor an employee or organization who has exhibited personal and professional commitment to the enhancement of women in the workplace and to support FWP objectives.
Arthur S. Flemming Award	Recognizes those who have performed outstanding and meritorious work for the Federal Government, to attract outstanding persons to the Federal Government, to encourage high standards of performance in the Federal service, to acknowledge individuals who are able to transfer their skills with the Federal Government to service within their community, and to enhance appreciation of our form of Government.
Good Housekeeping Award for Women in Government \$	This award honors ten women in Government – elected or appointed officials or career civil servants – whose work exemplifies how government improves people's lives. The award is based on innovation, replicability and impact.
Government Employees Insurance Company (GEICO) Public Service Awards \$	Recognizes employees for outstanding achievements in one of the following areas: Substance Abuse Prevention and Treatment; Fire Prevention and Safety; Physical Rehabilitation;

	and Traffic Safety and Accident Prevention. In addition, one retired Federal employee will be honored for contributions made since retirement in one of these four fields.
Hispanic Engineer National Achievement Awards	Recognize outstanding achievements by Hispanic engineers, scientists, and technology leaders.
Hispanic Five Point Program Recognition Award	To recognize individuals, who through their personal commitment and professional initiative, have made demonstrable contributions in recruiting, retaining and providing career advancement opportunities to Hispanic Civilian employees in support of the Secretary of the Navy's Hispanic Five Point Program.
Innovations in Government Awards Program	To be eligible a program must involve a fresh approach to a problem of significant concern to a portion of the U.S. public and must be administered under the authority of one or more governmental entities (federal, state, local, tribal, or territorial) they have played a formative role in designing and initiating the program; have been in operation for at least one year prior to application deadline; certify and be able to document that one or more government institutions currently provide at least half of its funding; and be able to demonstrate that it has contributed significantly toward the achievement of its stated goals.
Interagency Committee on Information Resources Management (IAC/IRM)	This award annually recognizes Federal Government employees who have made significant contributions in the information resources management field during the past year. There are six (6) categories associated with

Roger W. Jones Award (SES) for Executive Leadership	<p>this award.</p> <p>Recognizes Federal career executives who have made a difference by demonstrating superior leadership which resulted in outstanding organizational achievements, and a strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.</p>
William A. Jump Memorial Award	<p>Recognizes outstanding service in administration and notable contributions to the efficiency and quality of public service.</p>
National Operations Security Awards	<p>This award consists of 4 categories; Individual Achievement Award; Organizational Achievement Award; Multi-Media Achievement Award and IOSS Literature Award.</p>
OPM Director's Award for Outstanding Alternative Dispute Resolution Programs	<p>The OPM Director's Award for Outstanding Alternative Dispute Resolution (ADR) Programs is intended to recognize those Federal organizations that are providing innovative and effective ADR programs; Encourage the establishment and improvement of highly effective ADR programs throughout the Government; and Publicize exemplary ADR programs so they may serve as models for other Federal agencies.</p>
OPM Director's Award for Outstanding Employee Health Services Programs	<p>To recognize those Federal organizations which are providing exemplary employee health services programs for their employees, including such programs in the areas of physical fitness, health promotion/disease prevention interventions, health education and awareness, employee assistance, and other programs related to improving and/or maintaining</p>

David Packard Excellence in Acquisition Award	<p>employee health.</p> <p>To formally recognize and celebrate acquisition pioneers (military and civilian), as well as those groups and individuals who have significantly contributed to the DoN acquisition process.</p>
Donald L. Scantlebury Award (SES) for Distinguished Leadership in Financial Management Improvement	<p>Recognizes senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in Federal, State, or local government.</p>
Secretary of Defense Superior Management Award	<p>The Secretary of Defense Superior Management Award (DSMA) is the Department of Defense's highest award recognizing superior management of DoD acquisition and logistics programs. Nominees may be military or civilian, teams or individuals, and must have demonstrated exceptional management of a logistics or acquisition program during the past year.</p>
Secretary of Defense Team Excellence Award	<p>The Secretary of Defense Team Excellence Award recognizes outstanding team performance and shares best practices within the DoD. It promotes systematic approaches to enhance mission capability, improve operations performance, and ensure sustained results.</p>
Society of Hispanic Professional Engineers (SHPE)	<p>National technical awards (such as Hispanic in Technology Award, Promising Engineer Award, Corporate Achievement Award, Educator of the Year Award) to recognize engineering professionals, students and corporate representatives from across the nation.</p>

The Director's Pillar Award	The Director's PILLAR Award was established to acknowledge exemplary performance management practices that contribute to achieving the results Americans care about. PILLAR stands for Performance, Incentives, and Leadership Linked to Achieve Results.	
Secretary of Defense Letter of Commendation	A single suggestion, special act, or productivity initiative that resulted in \$100K or more first year savings. Initiative must be over and above regular job requirements.	Granted by Secretary of Defense.
Secretary of Defense Award for Productivity Excellence	Same as above, except that initiative resulted in \$1 million or more in first year savings.	Granted by Secretary of Defense.
Under Secretary of Defense (Comptroller) Financial Management Awards Program	To recognize military and civilian employees for outstanding contributions to the improvement of Department of Defense (DoD) financial management.	
Alan T. Waterman Award	Recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.	
Warner Stockberger Achievement Award	Recognizes and honors a person in public or private life who has made an outstanding contribution toward the improvement of public personnel management of any level of government.	
Women of Color Government & Defense Awards	To recognize the superior achievements of minority women leaders in the fields of math, science, technology, and engineering.	
Presidential awards	Refer to NAVAIRINST 12451.1 dtd 9 Feb 00	Granted by Office of the President.

SECTION 5 INFORMAL RECOGNITION AWARDS

AWARD	DESCRIPTION	NOTES
Informal Recognition	Non-monetary items, e.g., hats, coffee mugs, pen and pencil sets, paperweights, T-shirts, etc. Items purchased shall not exceed \$50 per employee.	Administered by individual business units
"You Made a Difference" Award	NAVAIR Coin inscribed with the words "You Made a Difference." Coin is presented with certificate signed by COMNAVAIRSYSCOM	Peer recognition award submitted directly to NAVAIR
Quality of Work Life Coin	NAVAIR internal coin awarded by supervisors to anyone within the NAVAIR TEAM to provide immediate recognition to an individual or group of individuals in an informal setting.	Guidance provided by Level 1, may be delegated to Level 2
Cold War Certificate	For qualifying Military and Federal Government civilians who served during the Cold War (9/2/1945 - 12/26/1991).	
Letter of Appreciation (LOA) Individual or Team	To recognize individual and team (civilian or military) accomplishments or achievements that are noteworthy. LOA's may be given in addition to monetary and honorary awards.	Follow local NAWCWD policy.
Letter of Commendation (LOC) Individual or Team	Presented to civilian and/or military personnel to recognize noteworthy performance, accomplishments or achievements that are substantially	

beyond the scope of the employee's job responsibilities. LOC's are more formal than LOA's.

Letter of Recognition (LOR)

To recognize contractor employees for exemplary performance that is substantially beyond the specified or implied terms of a contract.

Follow local NAWCWD policy.

INFORMAL RECOGNITION AWARDS

1. Description. Informal recognition awards are non-monetary items of nominal value such as department plaques, embroidered patches, coffee mugs, pen and pencil sets, T-shirts, etc. These non-monetary items are in support of an employee recognition program within the Competency/Department and are administered by the business unit. Procurement of these awards is the responsibility of the Department Manager with funds coming from locally available overhead funds.

a. Informal recognition awards provide for a method of providing recognition for employee or group contributions in a less formal presentation setting than other awards.

b. These awards provide recognition to NAWCWD employees, who in the opinion of the cognizant manager, have made a noteworthy contribution to the organization but the normal documentation requirements do not apply.

2. Criteria. Recommendations for informal recognition awards must meet the following conditions:

a. The act or service recognized must be related to the employee's official employment.

b. Items purchased will not exceed \$50 per employee recognized and will avoid the appearance of replacing cash (e.g., gift certificates and savings bonds).

c. The selection of the item must demonstrate good judgment, avoiding public disapproval and embarrassment to DON and/or NAWCWD.

d. Selected items should display the emblem of the program they represent or the NAWCWD logo.

3. Funding. According to DON Financial Management Policy Manual (075144) and NAVAIRINST 12451.1, awards, including non-monetary awards such as plaques and similar forms of recognition, are expense costs funded from locally available overhead funds. The NAWCWD operating funds are as follows: For employees supporting Major Range and Test Facility Base (MRTFB) workload, awards are supporting Navy Working Capital Fund (NWCF) workload, awards are charged to the indirect operations overhead of the cost center of the employee receiving the award.

Funds to be used for NAWCWD non-monetary/informal recognition awards are as follows:

- Major Range and Test Facility Base (MRTFB) Institutional Research and Development (6.5) funding for employees in MRTFB COST CENTERS
- General and Administrative (G&A) Overhead funding for employees in G&A Cost Centers
- Production Overhead funding for employees in Production Cost Centers

4. Procedure. When items are to be used in support of an employee recognition program, [NAWCWD 12451/1](#) (Rev 1/2002), must be completed. The form will be retained at the local business unit level to justify and document each transaction in support of an informal awards program. Supervisors and managers are authorized to use "bulk" purchase as the most economical method vice individual purchase of awards. Bulk purchases are defined as items to have on hand for rewarding employees on-the-spot in a timely manner. When used this way the name of individual(s) to whom the award is going to be given is generally not yet known, thus the form should be completed as follows:

a. Section 1 - Recommendation for Award (Name, SSN, Position, etc.) will be completed with “Not applicable” or “N/A”.

b. Section 2 - Type of Award. The description should include:

(1) Identification of the item being purchased; i.e., special designed certificates, plaques, pen sets, hats, t-shirts, etc.

(2) Eligibility criteria for handing out of the items on a case-by-case basis and how that supports the particular award program identified.

(3) Internal approval guidance and procedures for who can nominate, who can approve, and who will present the awards (Name, Code & Phone).

c. Signature Blocks

(1) Recommending Official is the individual responsible for requesting that the award be established as part of the Competency/Department/Division awards and recognition program.

(2) Competency Managers (Level 1 and 2) have the responsibility for preserving the program’s credibility by documenting the justification for the award/recognition item. Therefore, it is recommended that the “Approving/Authorizing Official Signature” should be either Level 1 or 2. This signature block is not intended for the individual in the Purchase Card Program with the same title.

Section 5
Informal Recognition Awards

NAVAL AVIATION SYSTEMS TEAM
“YOU MADE A DIFFERENCE”

1. Background. A monthly awards program, called, “You Made A Difference”, started in November 1998 which allows teammates to recognize each other. The “You Made a Difference Award” is a peer-recognition award that allows military and civilian employees to recognize a co-worker who helped them accomplish a significant task in support of the TEAM’s mission.

2. Description

a. Award recipients will receive an official NAVAIR coin to commemorate their acts. Each coin will be inscribed with the NAVAIR seal and the words, “You Made A Difference”.

b. The award is presented by the employee’s supervisor, or equivalent, in an appropriate setting.

3. Criteria

a. An individual suggesting that another individual be recognized for outstanding service toward the command’s mission.

b. Eligibility is restricted to current employees.

4. Procedures. Recommendations are initiated by a co-worker. This TEAM-wide award is administered through the Command Master Chief’s office (AIR-OOCMC). Nominations may be submitted by email directly to connorjj@navair.navy.mil and must include the nominee’s name, organization, point of contact name and telephone number and a detailed description of the award-deserving service. Submissions are collected throughout the month and reviewed by the Vice Commander and the Command Master Chief. Awards will be presented the following month.

QUALITY OF WORK LIFE COIN

1. Description and intent This award recognizes an individual and/or group efforts that have an immediate value to the NAVAIR TEAM. The NAVAIR coin is awarded by supervisors to anyone within the NAVAIR TEAM (military or civilian) to provide immediate recognition to an individual or group of individuals. Presentation of the award is done in an informal setting by the supervisor, manager or project leader.

2. Criteria Guidance is provided by Level 1, may be delegated to Level 2 or 3. Examples of contributions for which employees can receive this award are:

- a. Recognize the outstanding work or an idea by an employee (or a work group) during a staff meeting or meetings with peers and/or management.
- b. Acknowledge the accomplishment of an employee who contributed to making something meaningful happen, i.e. improved the efficiency, effectiveness, or quality of a program or process.
- c. Praise people immediately, i.e., catch people doing something right.
- d. Recognize employee contributions or ideas demonstrated in a group work effort that have an immediate benefit to a task or project, i.e., the contribution is readily accepted and put in place.

3. Procedures The Competency/Department Awards Coordinator is responsible for purchasing the coins and distributing them to managers within the respective competency. The source for purchasing these coins is:

Company: LLDJ's

Phone: 888-234-5535

Item: NAVAIR Internal coins

Price: \$5.50 per coin (coins must be ordered in lots of 100)

SECTION 6 RETIREMENT AWARDS

There are several ways to express appreciation for faithful service to an employee upon his/her retirement from NAWCWD. The information provided below is intended to serve as a guide but is not limited to the following:

Description	Retirement Awards	In this form:
To recognize an employee who is retiring after 20 or more years of Federal service	Federal Certificate of Retirement	Retirement certificate signed by COMNAWCWD. Certificates available through HRD
To recognize an employee who is retiring after 40 or more years of Federal service	Secretary of the Navy Certificate of Retirement	Retirement certificate signed by Secretary of Navy. Certificates available through HRD
	Local optional items	<ul style="list-style-type: none"> -Retirement letter signed by COMNAWCWD -Retirement plaque -Photo album -American Flag
To recognize an employee who is retiring after several years	Presidential Greetings	<p>< 30 years a Card > 30 years a letter signed by the President of the United States; Mailed to employee's home address</p>

RETIREMENT AWARDS

1. Federal Certificate of Retirement ([WPS 111-A](#))

a. Description of Award and Intent. The award consists of a certificate signed by the Commander, NAWCWD. The intent of the presentation is to express appreciation for faithful service to the Government of the United States.

b. Qualifications. A civilian employee who has a minimum of 20 years (including both civilian and military service) is eligible to receive a Federal Certificate of Retirement.

c. Procedure. Certificates may be obtained from the Competency/Department Awards Coordinator. When an eligible employee makes known their intention to retire, the Competency Awards Coordinator will forward a request to Commander, NAWCWD for a signed certificate. In an appropriate setting, the award is presented by the Level 1 Competency Director.

2. Secretary of the Navy Retirement Certificate ([NAVSO 12450/11](#))

a. Description of Award and Intent. The award consists of a certificate signed by the Secretary of the Navy. The intent of the presentation is to express appreciation for faithful service to the Navy and the Government of the United States.

b. Qualifications. Retirees who meet the criteria for the 40-year Length of Service Award are eligible to receive a Secretary of the Navy Certificate of Retirement.

c. Procedure. When an eligible employee makes known their intention to retire, Department Awards Coordinator will notify the NAWCWD Awards Program Administrator who will forward a request to the Secretary of the Navy for a signed certificate. In an appropriate setting, the award is presented by the Commander or Vice Commander, NAWCWD.

3. Retirement Plaque. At the option of the retiree's department, a retirement plaque can be presented at the retirement ceremony. Contact the Technical Information Department, NAWCWD Exhibits and Awards Program, 939-2725 (DSN 437), for information on custom-designed and fabricated special plaques and awards.

4. American Flag. At the option of the retiree's department, an American flag can be presented at the retirement ceremony. [Click here](#) for ordering information.

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PRESIDENTIAL GREETINGS

Do you want to do something special to recognize an employee who is retiring after several years of faithful service? How about a letter signed by the President of the United States honoring the employee for his/her service. You may request the letter from the White House by writing:

The White House
Attn: Greetings Office
1800 G Street N.W. 9th Floor
Washington, DC 20503

For retirements of less than 30 years the office will send a card, for retirements over 30 years, a letter. The following information is required for the office to honor your request: Name of the employee to be recognized, years of service (state that it is civilian service being recognize), date of the retirement, and the address where the letter is to be sent.

APPENDIX A

Index of Awards by Section

This listing is not all-inclusive as Department of Defense Awards, special Department of the Navy Awards, and other awards sponsored by external organizations and private citizens are also given to Federal employees to recognize various contributions. Information regarding these awards is generally publicized and routed through Competency Awards Coordinators throughout the year. On occasion, business units may receive information directly from National Competency Leaders. The NAWCWD Awards Program Administrator will assist supervisors, managers and employees in obtaining more detailed information about various honorary awards which may not be covered in this section.

Award	Section
Acquisition Pioneers Category Award	4
American Defense Preparedness Association Tester of the Year Award	4
American Society of Naval Engineers Annual Awards Program	3
Arthur Award (ADM Stan Arthur Awards for Logistics Excellence)	4
Association of Old Crows (AOC) Award	4
Award for Merit for Group Achievement	2
Award for Outstanding Work and Family Program	4
Award for Sustained Professional Service	2
Beacon Award (Revolution in Business Affairs (RBA) “Beacon” Award)	3
Beneficial Suggestion	2
Black Engineer of the Year Awards	4
Bowen Award (Vice Admiral Harold G. Bowen Award for Patent Inventions)	3
Bisson Prize (Dr. Arthur E. Bisson Prize for Naval Technology Achievement)	4
CAPT Conrad Award (CAPT Robert Dexter Conrad Award for Scientific Achievement)	4
Cheapskate Prize for Affordability	-
Commander’s Award NAWCWD	2
Commanders in Chief’s Installation Excellence Award	4
Commanding Officer’s (NAWS) Award	2
Contracts Professional Excellence Award	2
Corporate Operations Excellence Award	2
Defense Standardization Program Award	4
Director’s PILLAR Award	-
DOD Civilian Service Award	4
DOD Distinguished Civilian Service Award	4

DOD Life Cycle Cost Reduction Award	4
DOD Value Engineering (VE) Achievement Award	4
DON Procurement Competition Award	3
Equal Employment Opportunity (EEO) Award	2
Evans Award	2
(CDR Clifton Evans Jr. Memorial Award)	
Excellence in Federal Career Awards Program	4
Executive Excellence Award	3
(Senior Executives Association/Professional Development League Executive Excellence Awards for Executive Achievement and Distinguished Executive Service (SES))	
Federal Women's Program (FWP) Award	4
Federal Engineer of the Year Award	4
Federal Executive Institution Alumni Association (FEIAA)	4
Fleming Award	4
(Arthur S. Fleming Award)	
Garcia Award	2
(Memorial Award for Dr. Manuel A. Garcia)	
Good Housekeeping Award for Women in Government	4
Government Employee Insurance Company (GEICO)	4
Public Service Awards	
Heinemann Award	1
(Edward H. Heinemann Award)	
Hispanic Engineer National Achievement Awards	4
Hispanic Five Point Program Recognition Award	4
Hunt Award	2
(Memorial Award for Gwendolyn Elliott Hunt)	
Individual or Group Cash Award	1
Informal Recognition Awards	5
Innovation in Government Awards Program	4
Interagency Committee on Information Resources Management (IAC/IRM)	4
Invention/Patent Award	2
Jones Award	4
(Roger W. Jones Award (SES) for Executive Leadership)	
Jump Award	4
(William A. Jump Memorial Award)	
Lauritsen	
(Memorial Award for Dr. Charles C. Lauritsen)	2
Length of Service Awards	1

Letter of Appreciation (LOA)	5
Letter of Commendation (LOC)	5
Letter of Recognition (LOR)	5
Lockhart Award	2
(Memorial Award for Dr. Twain C. Lockhart)	
Logistics Excellence Award	2
McLean Award	2
(Memorial Award for Dr. William B. McLean)	
Michelson Laboratory Award	2
NAVAIR Commander's Award	3
Navy Award for Distinguished Achievement in Science	3
Navy Distinguished Civilian Service Award	3
Navy Meritorious Civilian Service Award	3
Navy Superior Civilian Service Award	3
NAWCWD Achievement Award	2
NAWCWD Team Award	2
National Operations Security Awards	4
On-the-spot Award	1
Office of Personnel Management (OPM) Director's Award for Outstanding Alternative Dispute Resolution Programs	4
Office of Personnel Management (OPM) Director's Award for Outstanding Employee Health Services Program	4
Outstanding DON Employee with Disabilities	3
Outstanding Federal Employee with Disabilities	3
Packard Award	4
(David Packard Excellence in Acquisition Award)	
Presidential Awards	4
Presidential Greetings	6
Quality Step Increase (QSI)	1
Quality of Work Life Coin	5
Renne Award	2
(Clarence J. Renne Award)	
Research and Engineering Excellence Award	2
Retirement Awards	6
Scantlebury Award	4
(Donald L. Scantlebury Award (SES) for Distinguished Leadership in Management Financial Improvement)	
Secretary of Defense Award for Productivity Excellence	4
Secretary of Defense Letter of Commendation Award	4
Secretary of Defense Team Excellence Award	4
Secretary of Defense Superior Management Award	4
Self-Help Award	2

Shore Station Management Quality of Life Award	2	
Shore Station Management Technical Award	2	
Skaar Award	2	
(Karsten “Kit” Skaar Award)		
Society of Hispanic Professional Engineers (SHPE)	4	
Stinson Award	3	
(Nathaniel Stinson Equal Employment Opportunity Award)		
Sustained Excellence Award	1	
Test and Evaluation Director’s Award	2	
Test Pilot, Test Naval Flight Officer, and Test Engineer of the Year	2	
Thompson Award	2	
(Memorial Award for Dr. L.T.E. Thompson)		
Time-Off Award	1	
Under Secretary of Defense (Comptroller) Financial Management Awards Program	4	
Walden Award	2	
(Memorial Award for CAPT Kenneth A. Walden)		
Warfighter Support Award	2	
Waterman Award	4	
(Alan T. Waterman Award)		
Wilson Invention Award	2	
(Haskel G. Wilson Invention Award)		
Women of Color Government & Defense Award		4
Women in Science and Engineering (WISE) Award	3	
“You Made a Difference” Award	5	

APPENDIX B

Index of Awards

Nominations for the following awards are open continuously and may be submitted at any time during the performance year.

NAWCWD Commander's Award*
Commanding Officer's (NAWS) Award*
NAWCWD Team Award*
NAWCWD Achievement Award*
Competency Award*
Award for Sustained Professional Service*
Award of Merit for Group Achievement*
Navy Meritorious Civilian Service Award
Navy Superior Civilian Service Award

Asterisk (*) denotes local NAWCWD Honorary Award.

FY CALENDAR By Quarter

This calendar has been developed to assure processing in time to reach the sponsoring organization and meet local administrative requirements. It is designed to provide supervisors and managers with information regarding anticipated awards during the fiscal year. The information is provided for planning purposes and is subject to change. Nomination packages, specific due dates and criteria for each award will be published on the HRD Home Page <https://hrdmugu.mugu.navy.mil/hrd/>.

First Quarter

Award Name

Arthur S. Flemming Awards Program	October
Innovation & Excellence in Vertical Flight Technology & its Applications	October
Secretary of Defense Superior Management Award	October
Excellence in Federal Career Awards Program	October

American Society of Naval Engineers Award	October
Women in Science and Engineering Award (WISE)	November
Commander in Chief's Installation Excellence Award	November
Society of Hispanic Professional Engineers (SHPE)	November
Equal Employment Opportunity (EEO) Annual Awards (NAWCWD)*	December
Navy Procurement Competition Award	December
Acquisition Pioneers Category Award	December
Revolution in Business Affairs (RBA) "Beacon" Award	December
Heinemann Award (Edward H. Heinemann Award)	December
NAVAIR Commander's Award	January

Second Quarter

Award Name

Under Secretary of Defense (Comptroller) Financial Management Awards Program	January
Award for Outstanding Work and Family Programs	January
ANA Outstanding Achievement Award	January
William A. Jump Memorial Award	January
DoD Distinguished Civilian Service Award	January
Dr. Arthur E. Bisson Prize for Naval Technology Achievement	January
Nathaniel Stinson Equal Employment Opportunity Awards	January
Senior Executive Association/Professional Development League Excellence Awards (SES)	February
Interagency Committee on Information Resources Management (IAC/IRM)	February
ADM Stan Arthur Awards for Logistics Excellence	February
OPM Director's Award for Outstanding Alternative Dispute Resolution Programs	February
OPM Director's Award for Outstanding Employee Health Services Programs	February
Secretary of Defense Team Excellence Award	February
IDA USTAD Award for Excellence in Acquisition	March
Association of Old Crows (AOC) Award	March
Women of Color Government and Defense Awards	March
CDR Clifton Evans Jr. Memorial Award*	March
Memorial Award for Dr. Manuel A. Garcia*	March
Memorial Award for Gwendolyn Elliott Hunt*	March
Memorial Award For Dr. Charles C. Lauritsen*	March
Memorial Award for Dr. Twain C. Lockhart*	March

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Memorial Award for Dr. William B. McLean*	March
Michelson Laboratory Award*	March
Memorial Award for Dr. L.T.E. Thompson*	March
Memorial Award for CAPT Kenneth A. Walden*	March
Clarence J. Renne*	March

Third Quarter

Award Name

Warfighter Support Award* (individual or group)	April
Hispanic Engineer National Achievement Awards	April
Outstanding Department of the Navy Employee with Disabilities Award	April
Vice Admiral Harold G. Bowen Award for Patented Inventions	April
The Director's Pillar Award	April
Hispanic Five Point Program Recognition Award	April
DoD Life Cycle Cost Reduction Award	April
GEICO Public Service Awards	May
National Defense Industrial Association	May
Black Engineer of the Year Award	May
Revolution in Business Affairs (RBA) "Beacon" Award	May

4th Quarter

Award Name

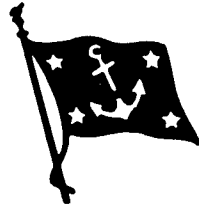
David Packard Excellence in Acquisition Award	August
Federal Engineer of the Year Award	August
American Defense Preparedness Association Tester of the Year Awards	August
Roger W. Jones Award for Executive Leadership	September
Defense Standardization Program Annual Awards	September
Captain Robert Dexter Conrad Award for Scientific Achievement	September
Federal Executive Institute Alumni Association – Federal Executive of the Year Award	September
Innovations in Government Awards Program	October
DoD Value Engineering (VE) Achievement Awards	October
Donald L. Scantlebury Memorial Award for Distinguished Leadership in Financial Management Improvement	October
Federal Women’s Program (FWP) Award	October
Cheapskate Prize for Affordability	October
Good Housekeeping Award for Women in Government	October
National Operations Security Awards	October



This certificate is
presented to

upon your retirement from the
Government of the
United States of America
following _____ Years
of loyal service

The Secretary of the Navy

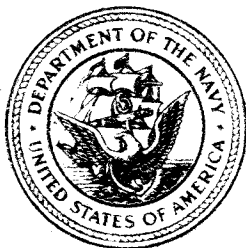


Career Service Award

to

In grateful recognition and appreciation of your

*years of faithful service to the Navy and to the Government
of the United States, I take great pleasure in presenting this
Award of Service*



Secretary of the Navy

Date

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The Secretary of the Navy

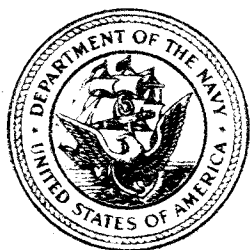


Career Service Award

to

In grateful recognition and appreciation of your

*years of faithful service to the Navy and to the Government
of the United States, I take great pleasure in presenting this
Award of Service*



Secretary of the Navy

Date

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